

## **MySecureAZ Registration**

*(These are the steps that a new user would go through, one time only)*

### **First-time Registration for Electronic Filing**

You must be a registered user in order to access the Annual Report Online Reporting Tool.

**\*\*NOTE:** You only need to perform the account creation and registration process one time. If you have multiple rights/permits/users for which you will be filing annual reports, you do NOT need to perform these account creation and registration steps for each report. If you have multiple rights/permits/users and you have successfully completed the account creation and registration process one time, you only need to log into the eAR application.

The steps outlined below will guide you through the account creation and registration process, but if you should need assistance, contact Arizona Department of Water Resources at 602-771-8585 or via e-mail ([earp@azwater.gov](mailto:earp@azwater.gov) )

[Step 1 - Create a mySecureAZ Account](#)

[Step 2 - Activate mySecureAZ Account](#)

[Step 3 - Logon to mySecureAZ Account](#)

[Step 4 - Register to use Annual Report OnLine Reporting](#)

[Step 5 - Complete one-time Customer Setup](#)

## Step 1 - Create a mySecureAZ Account

Visit ADWR's Website:

A link to *SecureAZ* website will be found on ADWR's website <http://www.azwater.gov>

To begin the registration process, you must start by going to the *SecureAZ* website, at <https://secure.az.gov/gwRegister/gateway/UserHome> . You will see several menu options displayed on the SecureAZ Menu on the left-hand portion of the page as illustrated below.



From the *SecureAZ* menu, click on the **Create a mySecureAZ Account** menu item after which you will be directed to a new page and prompted to enter your email address.

Provide email address: Your e-mail address serves as your account ID and will be used to uniquely identify you within the Annual Report Online Reporting Tool. Enter your e-mail address and click on the **Submit** button.

**ARIZONA**  
@YOUR SERVICE

**ARIZONA SECURE ACCESS GATEWAY**

Home

**SecureAZ Menu**

- List of Services
- Login to mySecureAZ
- Create a mySecureAZ Account
- Reset your mySecureAZ Password

Arizona @ Your Service Home

### Create a mySecureAZ Account

Please enter your E-mail Address to create your SecureAZ account. Once your account is created you will receive an email and instructions to activate your account.

Create an Internet Account

E-mail address:

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After clicking on the Submit button, two things will happen:

1. A mySecureAZ account will be created, and you will see the message below being displayed in your browser window;
2. An automated e-mail containing additional information for completing the registration process will be generated and e-mailed to the address you just provided.

**ARIZONA**  
@YOUR SERVICE

**ARIZONA SECURE ACCESS GATEWAY**

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Arizona @ Your Service Home

### Success

Your transaction has been completed successfully.

**Transaction Details**

Your account was successfully created. You will receive a notification email with instructions to activate your account.

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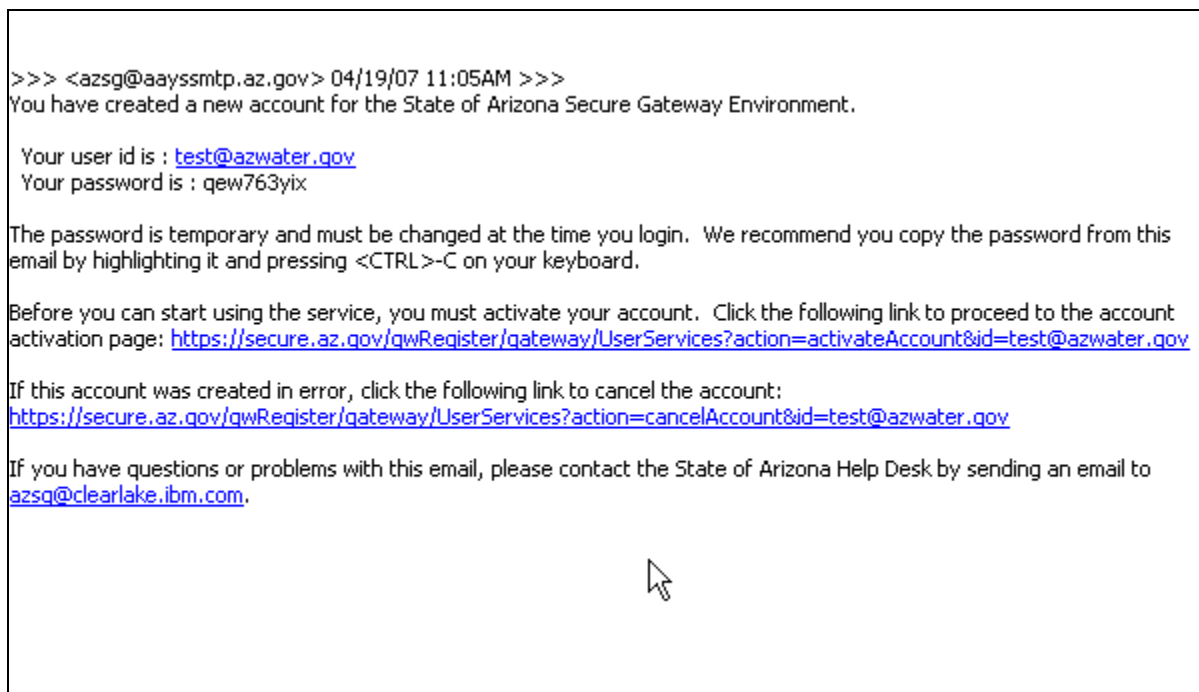
## Step 2 - Activate mySecureAZ Account

### Account Activation Instructions:

Upon successful creation of your mySecureAZ account, you will receive an e-mail which has a subject line of “Account Activation Notice for State of Arizona”. The e-mail contains instructions for activating your mySecureAZ account as well as a *temporary* password.

To activate your new mySecureAZ account, click on the link provided in the e-mail; for security purposes, you will be directed to a new page and prompted to enter your e-mail address and the temporary password provided in the e-mail.

(See example below)



*Note: In order to activate your account, you will need to submit personal information about yourself, including your name and, optionally, your telephone number. For information on how this information will be used, please review ADWR's privacy policy.*

## Create a Passphrase:

The passphrase you create will be used in the event that you forget your password.

### Passphrase Guidelines:

1. Your passphrase hint may be anything you wish.
2. Your passphrase hint should be something that no one but yourself could answer.
3. Choose a passphrase hint to which you will naturally be able to remember the answer.
4. For security reasons, your passphrase answer may not contain any words used in the passphrase hint.
5. Passphrase answers are case sensitive!

Once you are satisfied with the passphrase information that you have entered, click on the Submit button.

The screenshot shows a web browser window titled "Arizona Secure Access Gateway - Windows Internet Explorer". The address bar shows the URL "https://secure.az.gov/secure/gateway/MyAccount?action=profileTab". The page content is titled "Change Passphrase Hint and Passphrase". It includes a yellow sidebar on the left and a main content area with the following text:

You may use this form to change your passphrase hint and passphrase. This process could be necessary if you have revealed your passphrase to someone.

The passphrase is used in the event that you forget your Arizona Secure Access Gateway password. A passphrase system is used as an alternative way of authenticating you, so that you may have your password reset.

Passphrase guidelines:

- Your passphrase hint may be anything you wish.
- Your passphrase hint should be something that no one but yourself could answer.
- Choose a passphrase hint which you will naturally be able to remember the answer to.
- For security reasons, your passphrase answer may not contain any words used in the passphrase hint.
- Passphrase answers are case sensitive!

Please fill in the following fields to change your passphrase and hint:

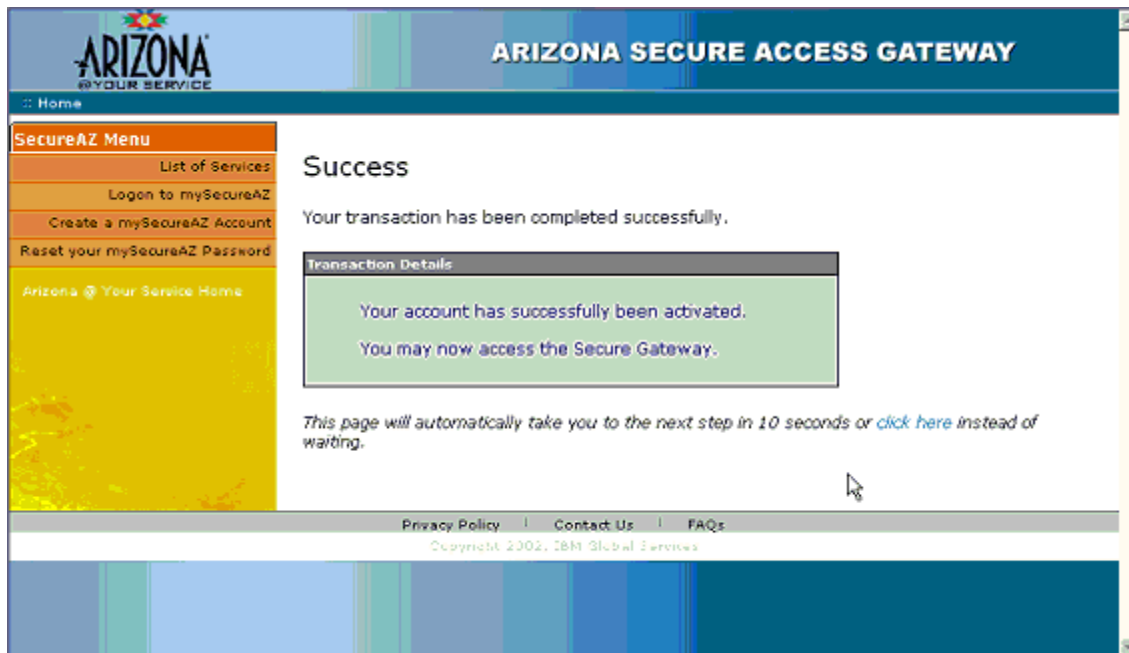
**User Verification**  
Enter your password :

**New Passphrase Information**  
New Passphrase Hint:   
Create your own Passphrase hint:   
New Passphrase Answer:

At the bottom of the page, there are links for "Privacy Policy", "Contact Arizona", and "FAQs". The footer text reads "Copyright 2002, IBM Global Services". The browser status bar at the bottom shows "Internet" and "100%".

### Successful Registration Confirmation:

Upon successful account activation, you will see a “Success” message displayed, which, if you wait 10 seconds, will automatically redirect you to the Logon screen; once again for security purposes, you will be prompted to enter your mySecureAZ account (user) ID and *temporary* password.

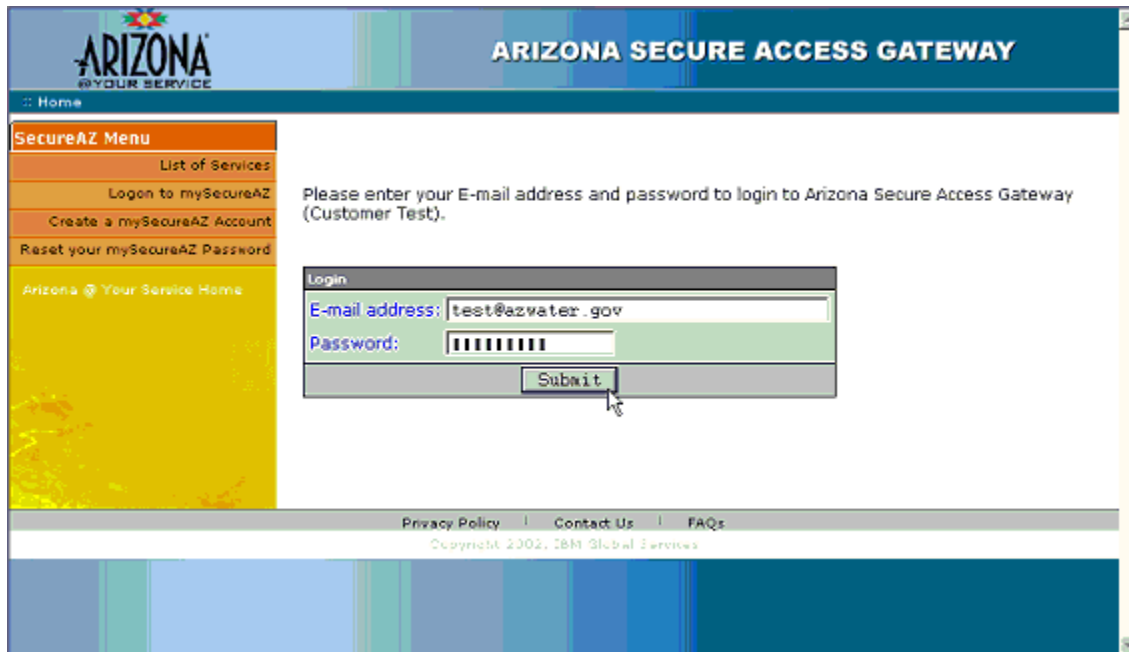


## Step 3 - Login to mySecureAZ Account

### Enter Login Information:

To login, click on the Login to mySecureAZ menu item and enter your user id (i.e., e-mail address) and the *temporary* password that was provided to you in the “Account Activation Notice for State of Arizona” e-mail.

Finish by clicking on the Submit button as illustrated below.



The screenshot shows the "ARIZONA SECURE ACCESS GATEWAY" login page. On the left is a "SecureAZ Menu" with links: "List of Services", "Login to mySecureAZ", "Create a mySecureAZ Account", and "Reset your mySecureAZ Password". Below the menu is a yellow box with the text "Arizona @ Your Service Home". The main content area has a heading "Please enter your E-mail address and password to login to Arizona Secure Access Gateway (Customer Test)." and a "Login" form. The form contains two input fields: "E-mail address:" with the value "test@azwater.gov" and "Password:" with masked characters. A "Submit" button is at the bottom of the form, with a mouse cursor pointing to it. The footer includes links for "Privacy Policy", "Contact Us", and "FAQs", and a copyright notice "Copyright 2002, IBM Global Services".

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ARIZONA SECURE ACCESS GATEWAY

Home

**SecureAZ Menu**

- List of Services
- Login to mySecureAZ
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- Reset your mySecureAZ Password

Arizona @ Your Service Home

Please enter your E-mail address and password to login to Arizona Secure Access Gateway (Customer Test).

Login

E-mail address: test@azwater.gov

Password: [Masked]

Submit

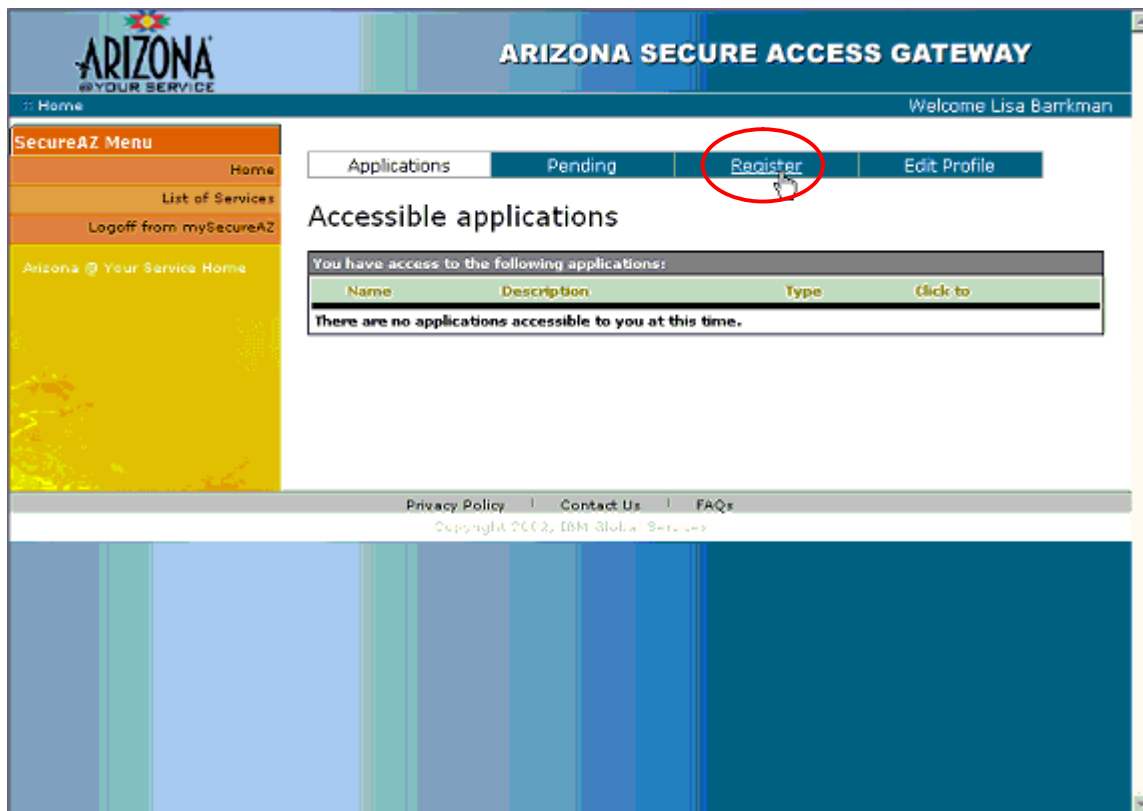
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## Step 4 - Register to use Annual Report OnLine Reporting

Register for the eAR application:

To begin the application registration process, select the **Register** link at the top of the web page as illustrated in the figure below.





After clicking on the **Register** link, select **ADWR Electronic Annual Reports (ADWR-EAR)** from the drop-down box in the first field (see “A”) or enter the Application Code printed on the invitation you received in the mail into the second field (see “B”). Next, click on the **Submit** button as illustrated below.

“A”

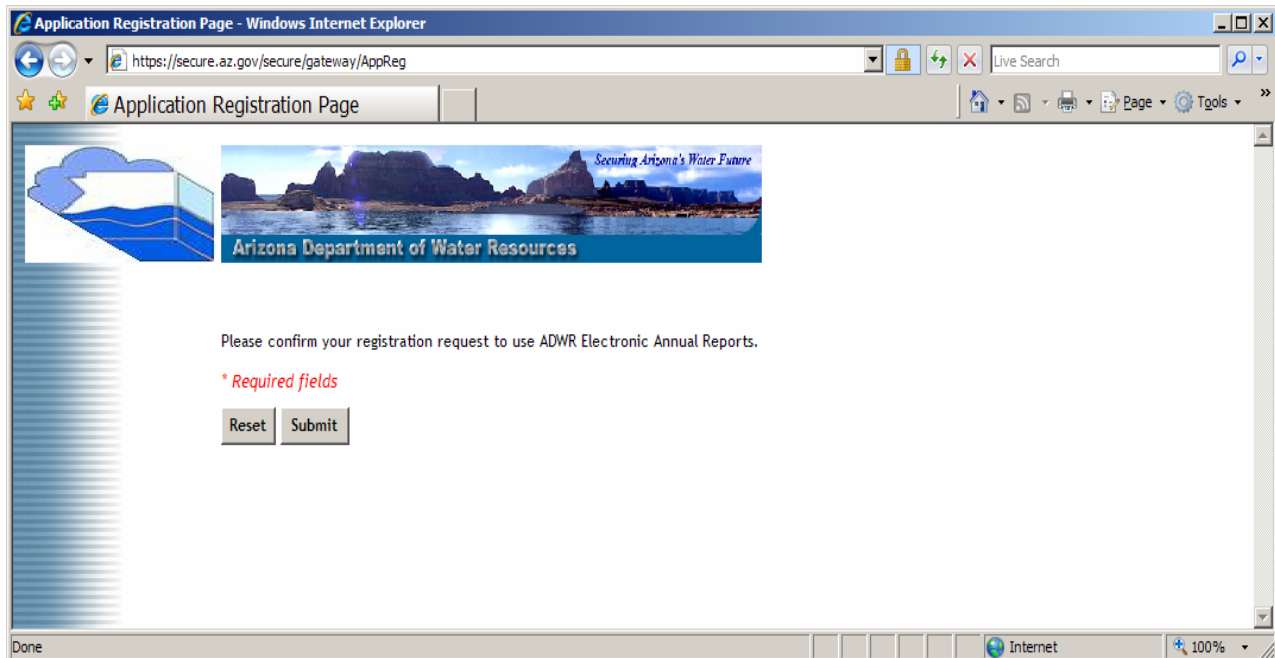
The screenshot shows the 'ARIZONA SECURE ACCESS GATEWAY' interface in a Windows Internet Explorer browser. The page title is 'Register for an application'. On the left is a 'SecureAZ Menu' with links for Home, List of Services, and Logoff from mySecureAZ. The main content area has a navigation bar with 'Applications', 'Pending', 'Register', and 'Edit Profile'. Below this, the 'Internet Applications' section contains a dropdown menu labeled 'Select an Application:' with 'ADWR Electronic Annual Reports (ADWR-EAR)' selected. There is also a text input field for 'or, Enter App Code:' and a 'Submit' button. The footer includes links for Privacy Policy, Contact Arizona, and FAQs, along with a copyright notice for 2002 IBM Global Services.

OR

“B”

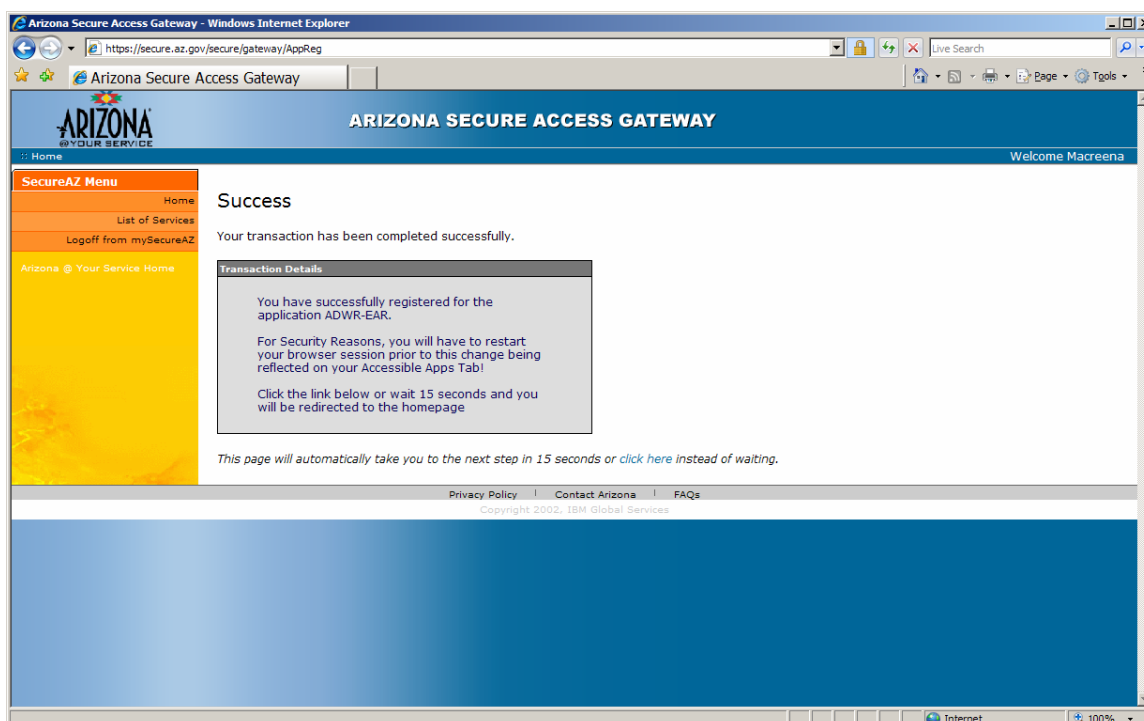
This screenshot shows the same 'ARIZONA SECURE ACCESS GATEWAY' interface as the previous one, but with the 'or, Enter App Code:' text input field active. The placeholder text 'ENTER APP CODE HERE' is visible in the input field. The 'Submit' button remains below the input field. The rest of the page layout, including the menu and footer, is identical to the previous screenshot.

After you click on the **Submit** button in the *Register for an application* page, you will be directed to the page shown below, where you will, once again, click on the **Submit** button to continue with the registration process.



### Successful Registration:

Upon successful mySecureAZ account creation and application registration, you will see a Success screen as illustrated in the figure below. Follow the instructions contained within the Success screen.



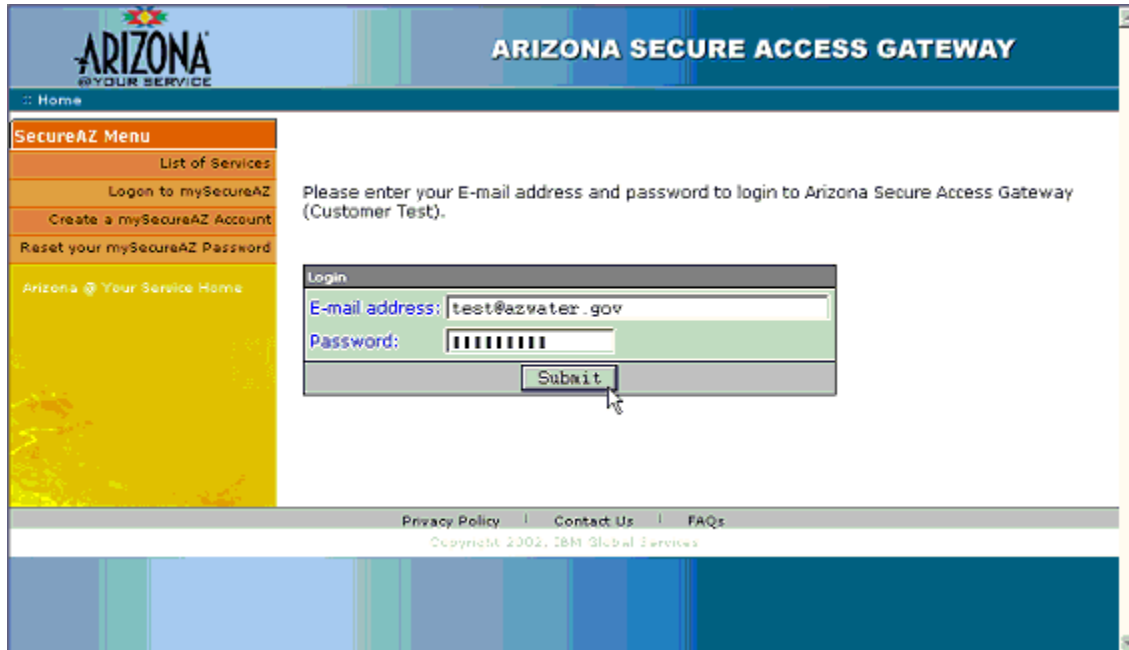
## Step 5 - Complete one-time Customer Setup

### Logging on to ADWR's OnLine Filing Application:

Click Logon to mySecureAZ

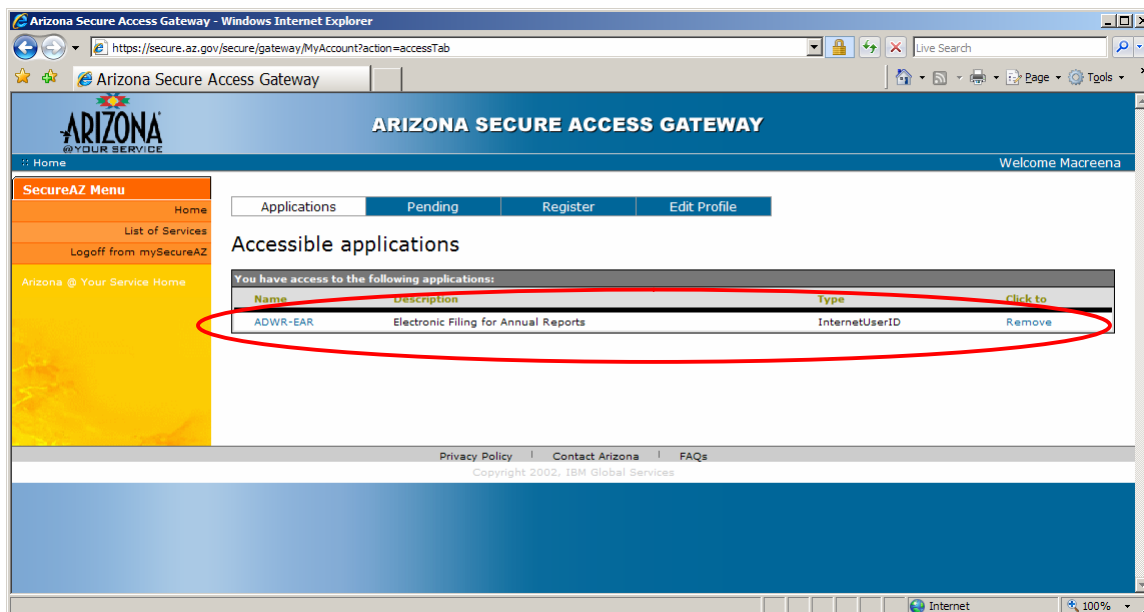
Enter Logon Information:

Enter your e-mail address and password as illustrated in the figure below. Finish by clicking on the Submit button.

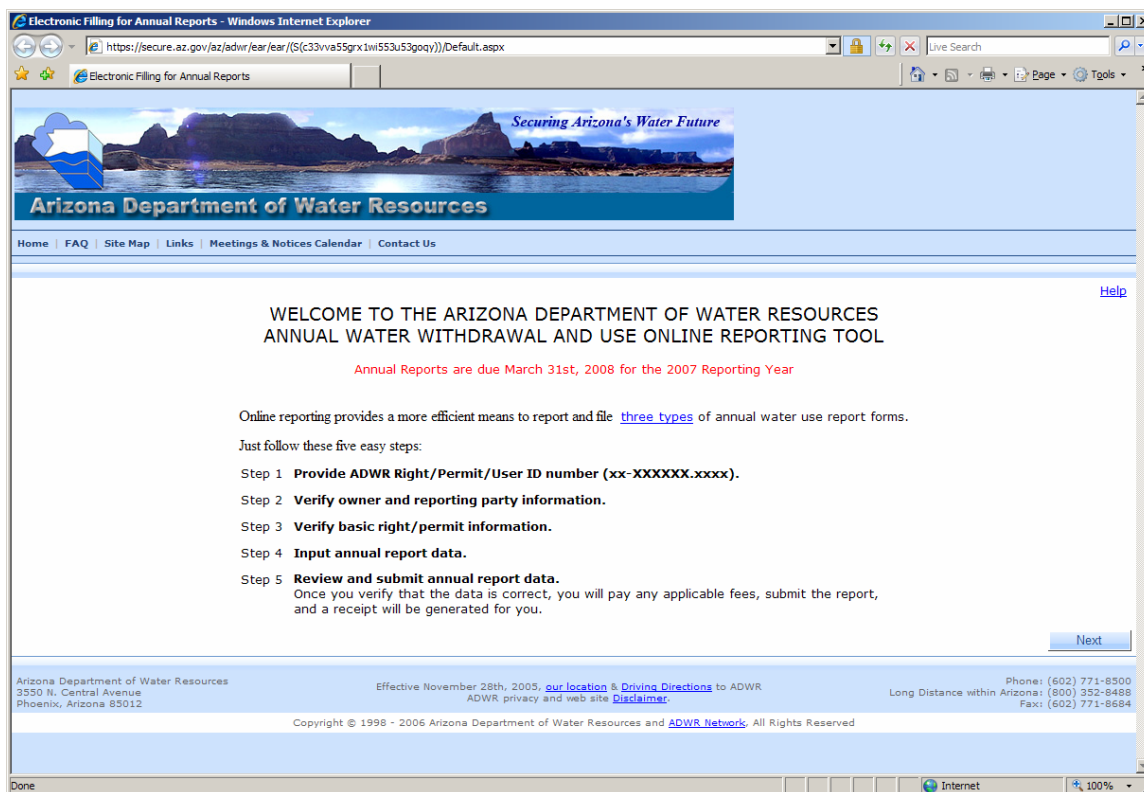


The screenshot shows the 'ARIZONA SECURE ACCESS GATEWAY' login page. On the left is a 'SecureAZ Menu' with links: 'List of Services', 'Logon to mySecureAZ', 'Create a mySecureAZ Account', and 'Reset your mySecureAZ Password'. Below the menu is a yellow box with the text 'Arizona @ Your Service Home'. The main content area has a heading 'Please enter your E-mail address and password to login to Arizona Secure Access Gateway (Customer Test)'. Below this is a 'Login' form with two input fields: 'E-mail address:' containing 'test@azwater.gov' and 'Password:' with masked characters. A 'Submit' button is at the bottom of the form, with a mouse cursor hovering over it. The footer contains links for 'Privacy Policy', 'Contact Us', and 'FAQs', along with the copyright notice 'Copyright 2002, IBM Global Services'.

Once you have logged into your mySecureAZ account, you should see a link titled **ADWR-EAR**. To launch the eAR application, click on the **ADWR-EAR** link.



After you have clicked on the ADWR-EAR link, you should now have access to the Online Reporting site.



When you have reached this point, Congratulations! You have successfully created a mySecureAZ account and do not need to create a new account again.

Please see **“Returning to Online Reporting”** for online filing instructions.